DEFENSE ENROLLMENT ELIGIBILITY SYSTEM
(DEERS) BATCH TRANSMITTAL

1. FROM

a. NAME OF ORGANIZATION *(27 Characters)*

b. ORIGINATING OFFICE/CODE *(27 Characters)*

2. TO

**DEERS Enrollment Processing Center
Post Office Box 16008
Monterey, CA 93942-6008**

c. MAILING ADDRESS *(Include Street Address, City, State, ZIP Code) (2 Lines, 29 Characters each)*

3. NUMBER OF DOCUMENTS ENCLOSED

4. TRANSMITTAL NUMBER

/ _____ _____ _____ _____ _____ _____ _____ _____ / _____ _____ _____ / _____ _____ _____

| Branch of Service | Command Code *(Army & Navy)* | UIC/PAS Code/RUC - MCC/OPFAC | Day of Year | Batch Number |

5. INDIVIDUAL FORWARDING BATCH

a. SIGNATURE

b. PHONE NUMBERS

(1) Autovon

(2) Commercial

c. DATE SIGNED *(YYMMDD)*

INSTRUCTIONS

This form shall be used when mailing manual DD Forms 1172 to DEERS. **Do not mail automated DD Forms T-1172-1 or 1172-1 prepared on RAPIDS or DEERS on-line systems.** To process enrollment transactions that can not be accomplished on-line, users must use the September 1979 version of the manual DD Form 1172. Additional instructions are contained in the DEERS Program Manual, DoD 1341-M, or in applicable Uniformed Service regulations.

BLOCK 1:

a. Give complete name of submitting activity. Abbreviate as necessary. Use no more than 27 characters. Example: Abbreviate Fighter Squadron Three Zero One as FiITRON 3Ø1.

b. Give internal routing indicator, office code, Base PO Box, as appropriate. Use no nore than 27 characters. Example: ATTN: AFZT-AG-P.

c. Give complete street address or base name and city, state, and ZIP code. Spell out the city for CONUS addresses. Use 2 lines with no more than 29 characters each.

Example: 21ØØ L St., Naval Air Station
Jacksonville, FL 32212

BLOCK 2: Self-explanatory

BLOCK 3: Enter number of DD Forms 1172 enclosed. Batch documents in numbers not to exceed fifty (50) per transmittal form.

BLOCK 4: Branch of Service of submitting office:

A - Army
N - Navy
M - Marine Corps
F - Air Force

P - Coast Guard
E - Public Health Service
I - National Oceanic and Atmospheric Administration
O - Other

Command Code (Army and Navy): Enter appropriate two character code for your organization's major command. (See additional instructions on reverse.)

UIC/PAS Code/RUC-MCC/OPFAC: Enter 8-character (6-character for Army and 5-character for Navy) unique identifier. If appropriate identifier code for your organization is less than 6-8 characters, precede it with zeros.

Day of Year: Enter 3-digit Julian date code. Example: March 9, 1986 is Ø68.

Batch Number: Enter 3-digit batch sequence number (ØØ1-ØØØ). For the first batch of each new day of year, begin with ØØ1.

BLOCK 5a: Enter signature of individual forwarding batch.

BLOCK 5b: Enter both commercial and autovon phone numbers of individual signing in Block 5a

BLOCK 5c: Enter 6-digit date in year, month, day order. Example: March 9, 1986 is 86Ø3Ø9.

SPECIAL CODING INSTRUCTIONS

Use O for letter O
Use Ø for number zero

Use I for Letter I
Use 1 for number one
Use L for letter L

Use Z for letter Z
Use 2 for number two

DD Form 2268, JUN 87 (EG)   *Previous editions are obsolete.*